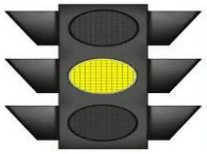
High Sick Leave Consumption
Information Technology

KPI Owner: Terri Yates **Process: Sick Management**

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: CY12, 16 Employees Per Month **Goal: Reduce the number of employees with high sick leave consumption to 15% or less of total staff (approximately 10 people)** **Benchmark: 8.72% LMG Top Quartile Dec2015**	**Data Source: Payable Time Peoplesoft** **Goal Source: Scope Summary** **Benchmark Source: OPI sick leave study**	**Plan-Do-Check-Act Step 4: Generate and prioritize potential solutions** **Measurement Method: # of employees who used 9 or more out of 12 sick days in a 12 month period; rate calculated by dividing by total employees** **Why Measure: Promote a culture in which sick time is used appropriately** **Next Improvement Step: Work w/employees to code leave as FMLA where warranted. Cont. coaching efforts for employees with high sick not FMLA**

How Are We Doing?

01.05.14-01.02.16 Rolling Avg Goal	01.05.14-01.02.16 Rolling Avg		01.04.15-01.02.16 Goal	01.04.15-01.02.16 Actual	
10	**10**		**10**	**11**	
Employees	**Employees**		**Employees**	**Employees**	

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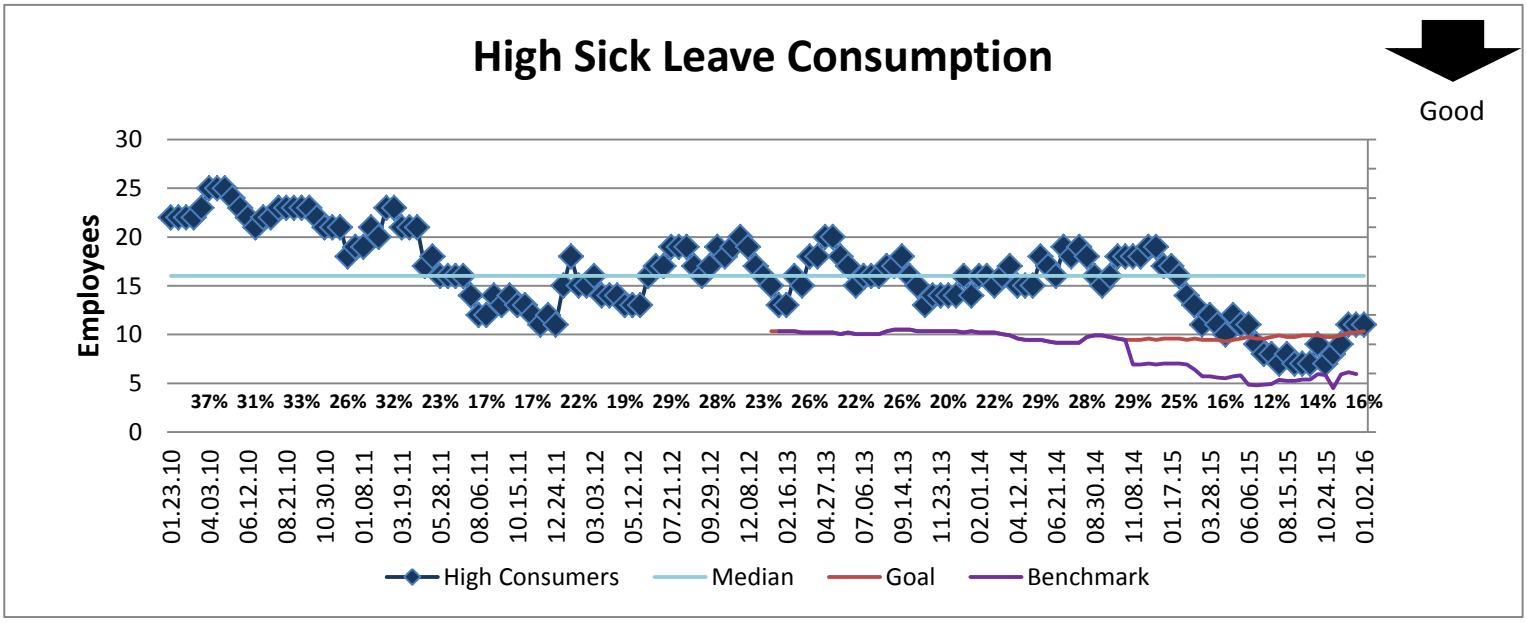

Brainstormed Root Causes

* **Incorrect time coding**
* **No formal and consistent sick management process**

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